

## Job Aid:

### Access Purchase Orders and Change Orders for Sellers

#### This Job Aid shows how to:

- Access Purchase Orders (POs)
- Access Change Orders

#### Of Special Note:

Purchase orders and change order are sent to Vendor through COMMBUYS. These documents require review and fulfilment, based on the buyer's request.

#### PO Types:

- Sent to Vendor: PO awarded and sent to the Vendor
- Partial Receipt: A portion of the ordered goods/services are received by Buyer
- Complete Receipt: All of the ordered goods/services are received
- Closed: A Purchase Order that is fully received and Final Paid by agency user

#### Screenshot



#### Directions

1. Launch the COMMBUYS website by entering the URL <https://www.commbuys.com/bsol/> into the Browser.

Login using your Login ID and password

## Job Aid:

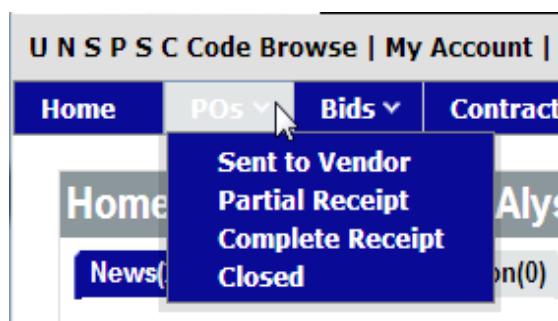
### Access Purchase Orders and Change Orders for Sellers

#### Screenshot

#### Directions



2. This image displays the home page of a Seller.

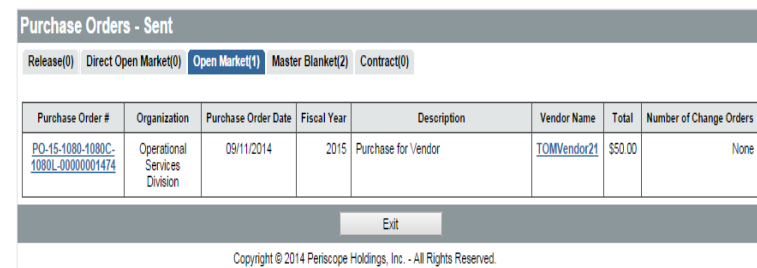


3. One option to find a purchase order is to hover your mouse over the POs tab on the navigation bar.

Select **Sent to Vendor**.



4. This Purchase Order screen allows you to find all the documents sent to you by the Commonwealth.



5. Select the tab(s) which display numbers in parentheses ( ), this indicates how many purchase orders fall in this category.

For this example, we have selected Open Blanket, which is a onetime purchase order sent to you from a buyer.

Click the hyperlinked Purchase Order # of the PO you wish to open to view the details.

## Job Aid:

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#### Screenshot

#### Directions

6. Another way to find a PO is to select the PO tab on your control center.

This will display all **Purchase Orders / Change Orders** for the Vendor, all Un Acknowledged as well as purchase orders already sent (acknowledged) by the Vendor may exist.

The top section, **Purchase Orders / Change Orders** displays all POs your organization has been awarded by Commonwealth buyers.

\*If you elect to receive notification of purchase orders by paper mail, the numbers in the Purchase Orders (un-acknowledged) and Purchase Orders (sent) screen will correspond to a paper copy of a purchase order you have received by mail.

Note: This is **not** an additional purchase order to be filled, merely the electronic version of the paper purchase order that was mailed to you.

7. Displayed are the **Un-Acknowledged** POs, which require acknowledgement and review.

Click the hyperlinked **Purchase Order #** of the PO you wish to open to view the details.

Home - Welcome Back Seller Seller

News(0) Vendor Communication(0) Bids(9808) **PO(4)** Quotes(2) Vendor Performance(0)

Purchase Orders / Change Orders (Un-Acknowledged)

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
<a href="#">PO-15-1080-1080C-1080L-00000001476</a>	Operational Services Division	09/11/2014	2015	testpo2	SPS - Sent	<a href="#">TOMVendor21</a>	\$430.00	None

Purchase Orders - Sent

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
<a href="#">PO-15-1080-1080C-1080L-00000001476</a>	Operational Services Division	09/11/2014	2015	testpo2	SPS - Sent	<a href="#">TOMVendor21</a>	\$430.00	None
<a href="#">PO-15-1080-1080C-1080L-00000001474</a>	Operational Services Division	09/11/2014	2015	Purchase for Vendor	SPS - Sent	<a href="#">TOMVendor21</a>	\$50.00	None
<a href="#">PO-15-1035-DY501-DY501-00000001471</a>	Department of Youth Services	09/08/2014	2015	Data Mig Example	SPS - Sent	<a href="#">TOMVendor21</a>	\$0.00	None

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News(0) Vendor Communication(0) Bids(9808) **PO(7)** Quotes(2) Vendor Performance(0)

Change Orders Pending My Approval

Purchase Order #	Change Order #	Purchase Order Date	Description	Dept/Loc	Purchaser	Total
<a href="#">PO-15-1080-1080C-1080L-00000001476</a>	1	09/11/2014	Purchase	OSD01/OSDEP	Buyer Buyer	\$12,000.00

Purchase Orders / Change Orders (Un-Acknowledged)

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
<a href="#">PO-15-1080-1080C-1080L-00000001476</a>	Operational Services Division	09/11/2014	2015	Test	SPS - Sent	<a href="#">TOMVendor21</a>	\$9,240.00	None
<a href="#">PO-15-1080-1080C-1080L-00000001476</a>	Operational Services Division	09/11/2014	2015	Purchase	SPS - Sent	<a href="#">TOMVendor21</a>	\$12,000.00	None

Purchase Orders - Sent

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
<a href="#">PO-15-1080-1080C-1080L-00000001476</a>	Operational Services Division	09/11/2014	2015	Test	SPS - Sent	<a href="#">TOMVendor21</a>	\$9,240.00	None
<a href="#">PO-15-1080-1080C-1080L-00000001476</a>	Operational Services Division	09/11/2014	2015	Purchase	SPS - Sent	<a href="#">TOMVendor21</a>	\$12,000.00	None
<a href="#">PO-15-1080-1080C-1080L-00000001476</a>	Operational Services Division	09/11/2014	2015	testpo2	SPS - Sent	<a href="#">TOMVendor21</a>	\$435.00	1
<a href="#">PO-15-1080-1080C-1080L-00000001474</a>	Operational Services Division	09/11/2014	2015	Purchase for Vendor	SPS - Sent	<a href="#">TOMVendor21</a>	\$50.00	None
<a href="#">PO-15-1035-DY501-DY501-00000001471</a>	Department of Youth Services	09/08/2014	2015	Data Mig Example	SPS - Sent	<a href="#">TOMVendor21</a>	\$0.00	None

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## Job Aid:

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#### Screenshot

##### Download Acknowledgement

- ☐ I am acknowledging receipt of this purchase order.
- ☐ Notify requestor of receipt of this purchase order.

Proceed

Cancel & Exit

#### Directions

8. Receipt of the purchase order must be acknowledged before viewing the details. To acknowledge the purchase order:

- Check the box marked "I'm acknowledging receipt of this purchase order". If you are not acknowledging receipt, leave the box unchecked.
- Check the box marked "Notify requestor of receipt of the order" if you want an email to be sent to the document requestor. If you do not want to send the notification, leave the box unchecked.

Click **Proceed** to view the purchase order.

9. The **Summary** Tab displays all relevant information for the Purchase Order; it is the overall view for a Vendor to place a correct order within their internal system.

The PO will be displayed with the number prominently displayed in the upper left hand corner of the document.

This purchase order detail page shows the customer's billing and shipping information, as well as a list of the products they ordered.

##### Release Purchase Order PO-15-1080-1080C-1080L-00000001476:2

General	Items	Attachments	Notes	Change Orders	Subcontractors	Summary						
<b>Header Information</b>												
Purchase Order Number:	PO-15-1080-1080C-1080L-00000001476	Release Number:	2	Short Description:	Test							
Status:	3PS - Sent	Purchaser:	Buyer Buyer	Receipt Method:	Quantity							
Fiscal Year:	2015	PO Type:	Release	Minor Status:								
Department:	1080CONVID - Default Data Conversion Department	Location:	1080L - Default Data Conversion Location	Type Code:								
Alternate ID:	RPA12	Entered Date:	09/11/2014 05:21:20 PM	Control Code:								
Days ARO:	0	Retainage %:	0.00%									
Required By Date:		Promised Date:										
Contact Instructions:	Contact Buyer Buyer at (617)488-5054	Tax Rate:		Actual Cost:	\$9,240.00							
Ship-to Address:	One Ashburton Place, Room 1017 Boston, MA 02108 US Email: test@goperiscope.com	Bill-to Address:	One Ashburton Place, Room 1017 Boston, MA 02108 US Email: test@goperiscope.com									
<b>Attachments</b>												
Agency Files:												
Agency Forms:												
Vendor Files:												
Vendor Forms:												
<b>PO Terms</b>												
Preferred Delivery Method:	Email											
Remit-to Address:	George Smith One Main Street Boston, MA 02108 US Email: richelle.westerman@state.ma.us Phone: (555)555-5555	Payment Terms:		Shipping Method:								
PO Mailing Address:	George Smith One Main Street Boston, MA 02108 US Email: richelle.westerman@state.ma.us Phone: (555)555-5555	Shipping Terms:		Freight Terms:								
<b>Payments</b>												
There are no payments.												
<b>Item Information</b>												
Item #	Print Sequence	Blanket /Contract # /Line #	Quantity	Minimum Order Quantity	Catalog Price/ Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost
1	1.0	PO-15-1080-1080C-1080L-00000001476 / 1	308.0	0.0	\$30.00	\$30.00	EA - Each	\$0.00	\$0.00	\$0.00		\$9,240.00
<p>Exit Print</p> <p>Copyright © 2014 Periscope Holdings, Inc. - All Rights Reserved.</p>												

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#### Screenshot

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News(0) Vendor Communication(0) Bids(9808) **PO(7)** Quotes(2) Vendor Performance(0)

Change Orders Pending My Approval

Purchase Order #	Change Order #	Purchase Order Date	Description	Dept/Loc	Purchaser	Total
<a href="#">PO-15-1080-1080C-1080L-00000001476:1</a>	1	09/11/2014	Purchase	OSD01/OSDEP	Buyer Buyer	\$12,000.00

Purchase Orders / Change Orders (Un-Acknowledged)

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
<a href="#">PO-15-1080-1080C-1080L-00000001476:2</a>	Operational Services Division	09/11/2014	2015	Test	3PS - Sent	<a href="#">TOMVendor21</a>	\$9,240.00	None
<a href="#">PO-15-1080-1080C-1080L-00000001476:1</a>	Operational Services Division	09/11/2014	2015	Purchase	3PS - Sent	<a href="#">TOMVendor21</a>	\$12,000.00	None

#### Directions

10. When a PO is changed, notification is in the form of a Change Order.

Change order notifications are sent to the primary email address associated with the organization's profile but not to individual users in your organization.

Change Orders are found under the document tab for which they apply. In this example the change order falls under the PO tab, because the change order was created on a PO sent to the organization.

11. Access Change Orders exactly the same way as the PO. They are visible on the PO document in the **Change Orders** section.

**Click** the hyperlinked Purchase Order # of the change order to open and view the change.

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News(0) Vendor Communication(0) Bids(9808) **PO(6)** Quotes(2) Vendor Performance(0)

Change Orders Pending My Approval

Purchase Order #	Change Order #	Purchase Order Date	Description	Dept/Loc	Purchaser	Total
<a href="#">PO-15-1080-1080C-1080L-00000001476:1</a>	1	09/11/2014	Purchase	OSD01/OSDEP	Buyer Buyer	\$12,000.00

12. A disclaimer message will appear.

Click **Continue** to move to the approval page.

Change Order (Ready for Approval) - Release Purchase Order PO-15-1080-1080C-1080L-00000001476:1

Change Order Disclaimer

To view and take approval action on the change order, click Continue.

[Continue](#)

13. In this circumstance, the buyer requested the Vendor approve the change order. The approve radio button will be selected as a default.

Click **Save & Continue** to approve or disapprove the change order request.

Change Order (Ready for Approval) - Release Purchase Order PO-15-1080-1080C-1080L-00000001476:1

Comment for the whole change order:

Header/Item Changes

Modified Field	Item #	Description	User Updated	Date Updated
Quantity	1	Quantity changed from "30.00000" to "40.0"	Buyer Buyer	09/11/2014 05:17:01 PM

Approval Actions

Options: ☒ Approve ☐ Disapprove Change Order

Comment:

[Cancel and Exit](#) [Save & Continue](#)

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#### Screenshot

#### Directions

14. A popup message will display to confirm, you are approving the change order.

Are you sure you want to approve this change order?

OK

Cancel

15. After the buyer applies the change order, the change order will appear as a purchase order.

Click the **Purchase Order #** to open the PO.

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News(0) Vendor Communication(0) Bids(9808) **POs(6)** Quotes(2) Vendor Performance(0)

#### Purchase Orders / Change Orders (Un-Acknowledged)

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
<a href="#">PO-15-1080-1080C-1080L-00000001476;1</a>	Operational Services Division	09/11/2014	2015	Purchase	3PS - Sent	<a href="#">TOMVendor21</a>	\$12,000.00	None

#### Purchase Orders - Sent

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
<a href="#">PO-15-1080-1080C-1080L-00000001476;2</a>	Operational Services Division	09/11/2014	2015	Test	3PS - Sent	<a href="#">TOMVendor21</a>	\$9,240.00	None
<a href="#">PO-15-1080-1080C-1080L-00000001476;1</a>	Operational Services Division	09/11/2014	2015	Purchase	3PS - Sent	<a href="#">TOMVendor21</a>	\$12,000.00	None
<a href="#">PO-15-1080-1080C-1080L-00000001476</a>	Operational Services Division	09/11/2014	2015	testpo2	3PS - Sent	<a href="#">TOMVendor21</a>	\$435.00	1
<a href="#">PO-15-1080-1080C-1080L-00000001474</a>	Operational Services Division	09/11/2014	2015	Purchase for Vendor	3PS - Sent	<a href="#">TOMVendor21</a>	\$50.00	None
<a href="#">PO-15-1035-DYS01-DYS01-00000001471</a>	Department of Youth Services	09/08/2014	2015	Data Mig Example	3PS - Sent	<a href="#">TOMVendor21</a>	\$0.00	None

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#### Download Acknowledgement

☒ I am acknowledging receipt of this purchase order and/or its change order(s).

☐ Notify requestor of receipt of this purchase order and/or its change order(s).

Proceed

Cancel & Exit

16. In order to process the purchase order or change order, you must again Acknowledge the receipt of the PO/change order.

Check the first box, and click **Proceed** to acknowledge.

To acknowledge the purchase order / change order, check both boxes and click **Proceed**.



OPERATIONAL SERVICES DIVISION

## Job Aid:

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#### Screenshot

#### Directions

17. The PO will open to the **Summary** tab.

Review all information on the Purchase Order.

In this example the PO is a Master Blanket Purchase Order, which is a contract.

Master Blanket Purchase Order PO-15-1080-1080C-1080L-00000001476

General Items Attachments Notes Change Orders(1) Subcontractors **Summary**

**Header Information**

Purchase Order Number: PO-15-1080-1080C-1080L-00000001476 Release Number: 0 Short Description: testpo2

Status: 3PS - Sent Purchaser: Buyer Buyer Receipt Method: Quantity

Fiscal Year: 2015 PO Type: Blanket Minor Status:

Department: OSD01 - Operational Services Division Location: OSDEP - Congress St Type Code:

Alternate ID: Entered Date: 09/11/2014 03:59:26 PM Control Code:

Days ARO: 0 Retainage %: 0.00% Discount %: 0.00%

Catalog ID: Release Type: Standard Release

Contact Instructions: Tax Rate: Actual Cost: \$435.00

**Attachments**

Agency Files:

Agency Forms:

Vendor Files:

Vendor Forms:

**PO Terms**

Preferred Delivery Method: Email

Payment Terms: Shipping Method:

Shipping Terms: Freight Terms:

**Master Blanket/Contract Vendor Distributor List**

Vendor Name	Preferred Delivery Method
TOMVendor21	Email

**Change Orders**

Change Order #	Change Order Note	Change Order Date	Bilateral Change Order
1	Item 3 1. Item 3 added.	09/11/2014 05:04:54 PM	No

**Master Blanket/Contract Controls**

Master Blanket/Contract Begin Date: 09/11/2014 Master Blanket/Contract End Date: 09/30/2014

**Item Information**

Item #	Print Sequence	Item Description							Total Cost
		Quantity	Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	
1	1.0	( 95-10 - 00 ) Test item							\$30.00
		1.0	\$30.00	\$30.00	EA - Each	\$0.00		\$0.00	
2	2.0	( 90-15 - 00 ) Test service							\$400.00
		1.0	\$400.00	\$400.00	EA - Each	\$0.00		\$0.00	
3	3.0	( 51-21 - 00 ) Test Change Order							\$5.00
		1.0	\$5.00	\$5.00	EA - Each	\$0.00		\$0.00	

Exit Print

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